

POSITION DESCRIPTION**M-3****Town of Needham****Library Director****7/97**

Duties:

Under the direction of the Library Board of Trustees, responsible for the administration of the Public Library including planning, organizing, and directing all library services and activities.

Assist the Board of Trustees in formulating and implementing library policies; attend Trustees meetings; prepare monthly Director's report and other financial statements; assist Trustee Chairman in preparation of meeting agendas.

Plan, organize, implement and evaluate the Library's operation and the Library's strategic plan; conduct studies on work measures and work simplification; observe the service given to the public in each department; arrange for evaluation to ensure prompt, courteous and efficient service; oversee Library information systems, both hard copy and electronic, and their continuous review, modification and upgrading within Needham and the Minuteman Regional Library Network; integrate library services with other communities within the Minuteman Regional Library Network.

Develop, prepare and submit annual budget for Trustees approval consistent with requirements for State aid; and monitor and control expenditures for building, equipment, books and other materials, supplies and salaries.

Supervise and conduct the Library's Collection Development Program, including the selection and withdrawal of books, magazines and audio-visual and electronic materials and equipment; and provide storage and security and assume responsibility for the Town's archival collection.

Determine staffing levels within budgetary allowances. Interview, hire, schedule, supervise, evaluate, promote, train and develop library employees directly or indirectly through department supervisors.

Ascertain community needs by developing associations with the public, community leaders, local officials and institutions; provide requested information and reference services; maintain liaison with Friends of the Library and other community groups; serve as a voting member of the Minuteman Library Network Board of Directors and the Metrowest Regional Library System; and attend night meetings as necessary. Represent the Library's interests before the Board of Selectmen, Finance Committee, Personnel Board, Trust Fund State Board of Library Commissioners and with various library networks and professional associations.

Assume responsibility for the public relations program of the Library including all exhibits, news releases, publications and speeches; attend Friends of the Library Board Meetings; cooperate and consult with the president and other officers of the Friends; and attend meetings of Town department heads as scheduled.

Prepare grant proposals and administer grant awards; prepare annual reports for the Trustees and for the Library section of the Town Annual Report.

Assume responsibility for the maintenance, safety, and security of the building, grounds and equipment, requiring knowledge of handicapped code requirements. Serve as a member of the Municipal Building Maintenance Board.

Participate in professional workshops, associations, and committees; keep current on public issues, new library developments in management, service, equipment and technology; state and federal legislation; and perform other related duties as required.

Basic Knowledge:

Duties require a Master's degree in Library Science and certification by the Mass. Board of Library Commissioners.

Experience:

Position requires up to seven (7) years of experience in library service, including progressive levels of supervisory, management, and financial responsibilities; strong oral and written communication skills; and a demonstrated ability to deal with personnel, patrons, and the general public.

Independent Action:

Establish short and long range plans and objectives within scope of Library policies and goals; interpret policies and make independent decisions as they relate to daily operations. Advise and consult with Board of Trustees regarding proposed new or revised Library policies.

Supervisory Responsibility:

Provide supervision for approximately 22.5 FTEs plus volunteers.

Physical and Environmental Standards:

- Normal office environment not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist a citizen.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Travel by personal automobile to professional meetings, workshops and conferences.